



## **SCHOOL OPENING 8<sup>th</sup> MARCH 2021– GUIDANCE FOR PARENTS**

Below is an outline of our procedures for full re-opening on 8<sup>th</sup> March which have been informed by the guidance issued by the DfE.

### **Please Return:**

- All laptops which were loaned to families for the lockdown period must be returned to school on Monday 8<sup>th</sup> March as they will be required to support learning in school. These should be returned to the school office by an adult who must sign the appropriate paperwork.
- Children must bring all books and learning packs which were sent home for the period of home learning to school with them on Monday 8<sup>th</sup> March.
- Completed home learning paper packs must be returned to class teachers in school on Monday 8<sup>th</sup> March

### **Attendance:**

- It is mandatory for all pupils to attend full time education from 8th March 2021. The government guidance states that from 8<sup>th</sup> March, all schools will recommence their responsibility to record attendance and follow up absences.
- Normal absence procedures i.e. informing the school office of any absences will be in place.
- The office will carry out first response checks if your child does not attend school.
- Normal school hours will resume from 8<sup>th</sup> March 2021. Please see the attached notes for your child's drop off and collection time.

### **Groups:**

- Children will continue to be organised in year group 'pods'.
- Pods will not be allowed to mix with any other pods and there will be no movement of children between pods.
- Within the pods children will be taught in their individual classes for the majority of the time, although some group teaching may take place within the pod for maths, phonics and specific interventions. Children will have their break and lunchtimes with their pod. They will have assigned areas on the school field and playground to use.

### **School Uniform:**

- Children attending school will be expected to wear full school uniform:
  - School sweatshirt or school cardigan
  - White polo shirt
  - Plain grey trousers or skirts. We request that skirt lengths should be at least knee length.
  - Black shoes, not trainers. For safety reasons, high heels are not acceptable footwear.
- If families are experiencing difficulties in sourcing the correct school uniform please contact the school office as we have ample stock of second hand school uniform at very reasonable prices.
- Each pod will have an allocated extended PE session each week. Children will come to school dressed in their PE kit on that day to avoid the need to change at school. Please

make sure that children have long hair tied back and that earrings are removed. It may be easier for younger children to remove their earrings before coming to school on PE days.

#### **Face Masks:**

- Current government guidance, which reflects The World Health Organisation's guidance, is that children under the age of 12 do not need to wear face masks. The risks to children in primary school are considered to be low and it is not necessary to wear face coverings in the classroom, where protective measures already mean the risks are lowered.
- Members of staff may wear face coverings when moving around the school, in busy communal areas and when collecting children from the gates and where social distancing between adults cannot be maintained.

#### **Before leaving home:**

- Please check your child's temperature before they leave for school each day.
- If your child has a temperature above 38C they must remain at home.  
*Advice on taking temperatures can be found here:*  
[www.nhs.uk/common-health-questions/accidents-first-aid-and-treatments/how-do-i-take-someones-temperature/](http://www.nhs.uk/common-health-questions/accidents-first-aid-and-treatments/how-do-i-take-someones-temperature/)
- If you, your child or any member of your household exhibits any of the symptoms of Covid-19, i.e. a high temperature, a new, continuous cough and a loss or change to the sense of smell or taste, do not bring your child to school and book a Covid-19 test,
- Please inform the school office when reporting your child's absence

#### **Arriving at & leaving school:**

- We will operate a staggered start and end to the school day to minimise contact.
- Each pod will have a clearly assigned dropping off and collection time. Please see the attached notes and diagram.
- Each pod will be assigned a specific gate where you must drop off and collect your child.
- Parents/carers will not be allowed access to the site. Please wait at your assigned gate and the pod leader will come to collect your child and accompany them to the classroom.
- Parents must observe social distancing when queuing outside the gates and we request that you wear a face covering.
- At the end of the school day your child will be brought to the same gate to meet you by the pod leader unless you have given permission to the school office for your child to walk home.
- To avoid congestion at the gates, please can we request that as far as possible, one adult drops off / picks up; if you do bring siblings they must stay close by the adult and not enter the school site.
- When dropping off and waiting for pick-up, please do not linger around the gate. If social distancing rules are flouted the Headteacher reserves the right to refuse admission to your child.
- Please ensure that you are not late. It will not be possible to gain access to the pods once the allocated time slot has passed as other pods will then be accessing the site.

- If you arrive after the school site has been secured at 9:10 am access will be via the main car park pedestrian gate. Adults must accompany their child/ren to the school office where staff will arrange for them to be admitted to their pod.
- Social distancing rules will apply in the foyer and parents/carers must wear a face covering. Only one family will be allowed into the foyer at a time. It may be necessary to wait outside the main entrance, keeping a distance of 1m+ from other families or adults before you are able to enter the building.

### **Key measures we are taking to reduce risk:**

- Creating year group 'pods' who will have the same class base, toilets and play spaces.
- Staff will be able to move between pods but strict hand washing routines and sensible social distancing measure will be in place for all staff working in pods.
- Reducing 'cluster' times: e.g. in cloakrooms (please do not bring unnecessary items to school. Children will only need a coat and a reasonably sized bag to carry a water bottle, a reading book and a homework book.
- Assemblies will take place in the classroom or via Microsoft Teams. The Acting Headteacher may hold a socially distanced assembly for each pod in the Main Hall each week on a rotation.
- Pods will have staggered break and lunchtimes.
- Increased hand washing will be strictly monitored. Class timetables have been adapted to include handwashing throughout the school day.
- Increased cleaning: each pod has their own handwashing and cleaning materials; equipment use will be carefully controlled.
- No shared resources or access to shared resources e.g. books and play equipment will not be shared between pods.
- Children will have their own resources in named packs which are kept in their named tray on their allocated desk.
- Age appropriate behaviour expectations that support minimising risk.
- Communication with the school via email or phone where possible.
- First Aid will be carried out in the pod with appropriate PPE as per guidance.
- More complex medical issues will be dealt with by 3 day First Aiders in the medical room with appropriate PPE as per the guidance; *although as adults, we are trying our best to social distance, we are also mindful of when children may need care and reassurance and we will do all we can to provide this so they feel safe and secure whilst being mindful of the welfare of our staff.*
- Children will immediately wash their hands on entering their pod.
- Frequent handwashing reminders throughout the day.
- Cleaning of frequently touched items e.g. taps and door handles.
- Desks will face the front of the class where possible.
- Frequent reminders will be given to the children across the day to remind them observe a sensible distance where possible.
- Increased ventilation protocols in all classrooms and work areas.

### **What we need your child to do:**

- Wear their correct school uniform.
- Bring a named water bottle with fresh water each day.

- Only bring a small bag with absolute essential items in it. School will provide all the resources and equipment the children need in individual resource packs.
- Not to bring pocket toys or fiddle toys to school.
- Come dressed in PE kit on PE days; most PE will be outside so dress appropriately.
- Use tissues if they sneeze or cough and bin them in the lidded bin immediately.
- Bring a sun hat and a clearly labelled bottle of sun cream/lotion if it is hot.
- Tell an adult if they are feeling unwell.
- Follow the school's behaviour expectations and instructions from any adult about the new procedures.

*If a child repeatedly disregards the instructions the school will make contact with parents/carers to discuss what support may be necessary.*

### **Ordering Lunches:**

- **PLEASE ENSURE YOU HAVE ORDERED YOUR CHILD'S LUNCHES IN ADVANCE TO AVOID DISTRESS AND DELAYS AT LUNCHTIME.**
- Dolce will be providing school lunches prepared on the school site each day.
- Lunches must be ordered in the usual way by parents/carers before 8:55 am each day using 'school grid' and your login.
- Children who require a packed lunch can bring one from home.
- Please ensure that your child is able to open any packaging by themselves and that you include any cutlery e.g. spoons that they may need to use.

### **What will we do if anyone displays Covid-19 symptoms?**

- The person will be moved to an isolation area immediately (the Medical Room and then the Quiet Room if more than one person displays symptoms) and be monitored from a safe distance by a member of staff wearing PPE.
- We will follow Government isolation guidance:
  - Person sent home and advised to follow 'Staying at Home guidance' (person with symptoms stays at home for 10 days, others in household for 10 days; others in 'pod' continue in school until results of test are known). Person should arrange to be tested for Covid-19 as soon as possible.
  - Home learning will be provided via SeeSaw and Microsoft Teams for children who are required to self-isolate.
  - Call 999 if we deem them to be seriously ill or if we feel the case is an emergency.
  - If the person receives a negative test result they can return to school and members of their household do not need to self-isolate unless they are displaying symptoms.
  - In the event of a person receiving a positive result, the person will be required to self-isolate for 10 days from the date of the onset of symptoms.
  - Public Health England and the Local Authority will be informed and a risk assessment will be carried out by Public Health England to determine if any other contacts in the setting need to isolate for 10 days.
  - The other household members of that pod do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

- As part of the national test and trace programme, if other cases are detected within the cohort or in the wider school setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise the school on the most appropriate action to take. In some cases a larger number of other children and staff may be asked to self-isolate at home as a precautionary measure. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.
- **Other illnesses:**
  - If a child is sent home for reasons other than Covid-19 they may return when they are feeling well. Please note that the usual guidance applies e.g. the 48 hour rule for vomiting and/or diarrhoea.

**Curriculum:**

- In order to support children in returning to school following the latest period of lockdown, Monkfield Park has devised a Recovery Curriculum which will enable children to reflect on their experiences, re-connect with each other and their teachers and recover their confidence and excitement for learning. There will be an emphasis on outdoor learning, physical and mental well-being as well as re-establishing basic skills within the broad and balanced curriculum the school teaches. We will continue to further develop the curriculum to ensure it fully supports our extraordinary young people living in extraordinary times.

## Drop off and Collection Times

Please remember that you must be on time. Gates will be closed promptly. Admittance to the school site outside of the allocated drop off times will be via the staff car park pedestrian gate.

If you have a problem or need to contact a member of staff please telephone the school office on 01954 273377 or e-mail on [office@monkfieldpark.cambs.sch.uk](mailto:office@monkfieldpark.cambs.sch.uk)

<b>Pod</b>	<b>Drop Time</b>	<b>Finish Time</b>	<b>Gate</b>
Pod R Orange Class Yellow Class	9:00	3:15	Staff Car Park pedestrian gate
Pod 1 Green Class Blue Class	9:00	3:15	Priory Walk Car Park gate
Pod 2 Violet Class Indigo Class	9:00	3:15	Sunflower Nursery gate
Pod 3 Columba Class Dorado Class	8:50	3:30	Staff Car Park pedestrian gate
Pod 4 Cygnus Class Aquila Class	8:50	3:30	Priory Walk Car Park gate
Pod 5 Phoenix Class Lacerta Class	8:50	3:30	Sunflower Nursery gate
Pod 6 Pegasus Class Delphinus Class	8:50	3:30	Front pedestrian gates

# Map of School Site



Staff Car Park  
Pedestrian Gate

Front Pedestrian  
Gate

Sunflower  
Nursery Gate

Priory Walk Car  
Park Gate

## PE Days Timetable

To avoid the need to change in school, all children should come to school dressed in their PE kit on their allocated PE day and will remain in their PE kit for the duration of the school day.

PE is a statutory part of the curriculum and all children are expected to participate in all PE lessons unless a letter or doctor's note is provided by the parent/carer advising that the child must not take part in PE sessions.

Day	Year Group	Class
<b>Monday</b>	<b>Year 5</b>	<b>Phoenix</b>
	<b>Year 5</b>	<b>Lacerta</b>
	<b>Year 6</b>	<b>Pegasus</b>
	<b>Year 6</b>	<b>Delphinus</b>
<b>Tuesday</b>	<b>Reception</b>	<b>Orange</b>
	<b>Reception</b>	<b>Yellow</b>
<b>Wednesday</b>	<b>Year 1</b>	<b>Blue</b>
	<b>Year 1</b>	<b>Green</b>
	<b>Year 2</b>	<b>Violet</b>
	<b>Year 2</b>	<b>Indigo</b>
<b>Thursday</b>	<b>Year 4</b>	<b>Aquila</b>
	<b>Year 4</b>	<b>Cygnus</b>
<b>Friday</b>	<b>Year 3</b>	<b>Columba</b>
	<b>Year 3</b>	<b>Dorado</b>

### PE Kit

- Blue or black shorts
- Plain white T shirt
- Jogging bottoms and sweatshirt or track suit
- Socks
- Sensible, supportive training shoes